

~~SECRET~~
Security Information

ORGANIZATION, RELATIONSHIPS AND FUNCTIONS

of the

CAREER SERVICE BOARDS

- I. Organisation of the Career Service Boards
 - II. Functions of the CIA Career Service Board
 - III. Functions of the Secretariat of the CIA Career Service Board
 - IV. Functions of an Office Career Service Board
- Schedule A. Tours of Duty of Assistant Directors (or Office Heads) with the CIA Career Service Board
- Schedule B. Rotation Loan Slots

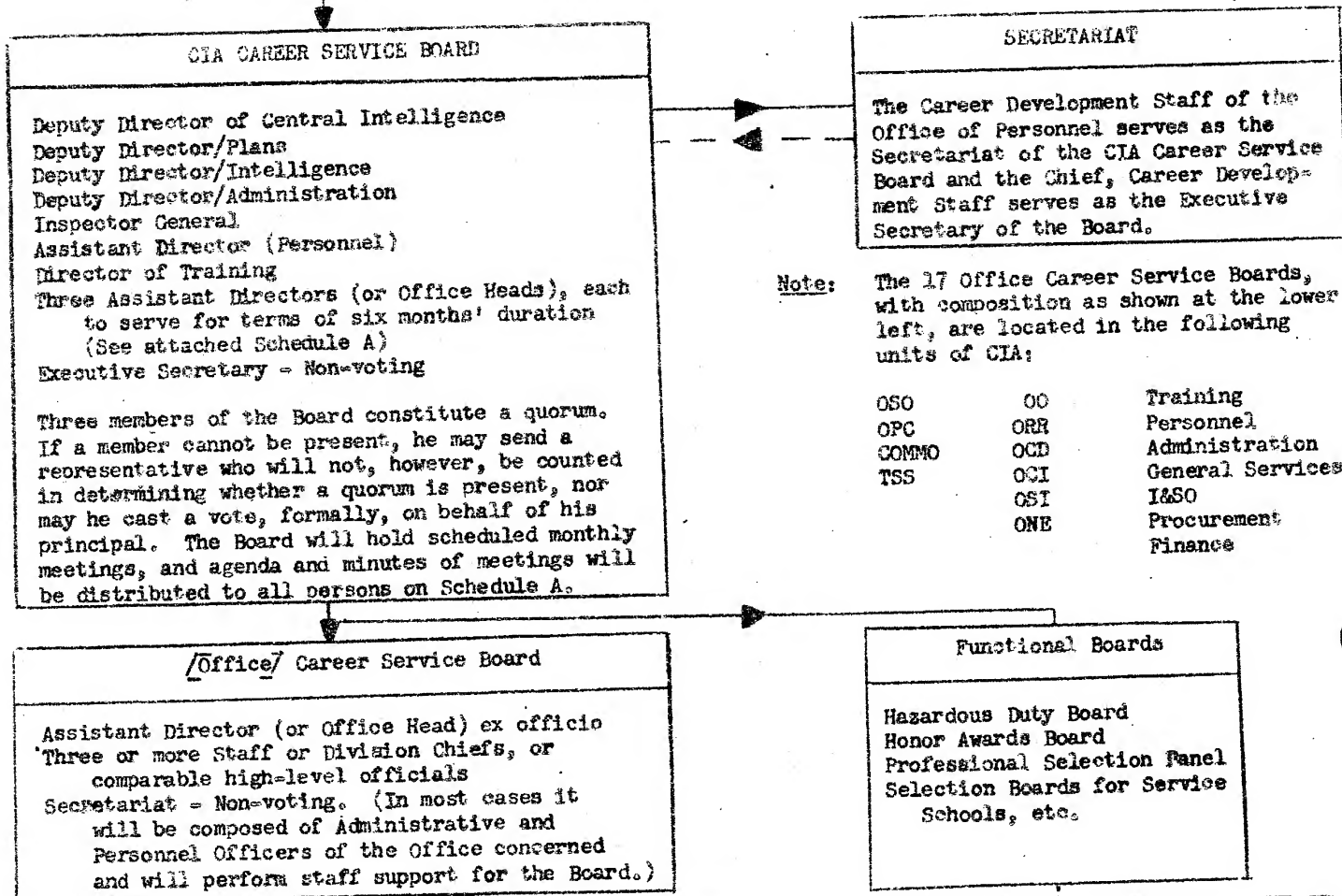
8 May 1952

Security Information

8 May 1952

DCI

I. Organization of the CAREER SERVICE BOARDS



~~SECRET~~
Security Information

II. Functions of the CIA Career Service Board

1. Develops policy governing the Career Service Program for approval by the DCI and serves as his advisor on all matters concerning the Program.
2. Supervises and reviews the functioning of Office Career Service Boards.
3. Establishes and maintains an Executive Inventory (GS 15 and above).
4. Makes recommendations for filling key positions in the Agency with personnel from the Executive Inventory.
5. Reviews evaluation of personnel contained in the Executive Inventory and recommends rotation programs for their further development.
6. Approves the allocation of Rotation Loan Slots to Office Career Service Boards. (see Schedule B)
7. Supervises supporting groups or Boards for handling specialized functions on an Agency-wide basis, such as, Hazardous Duty Board, Honor Awards Board, Selection Board for Service Schools, Professional Selection Panel, etc., drawing on Agency personnel as necessary.
8. Prepares and submits annually to the DCI a summary of the operation of the CIA Career Service Program.

8 May 1952

~~SECRET~~
Security Information

III. Functions of the Secretariat of the CIA Career Service Board

1. Recommends to the CIA Career Service Board ways and means of improving the CIA Career Service Program.
2. Performs all secretariat and administrative functions for the CIA Career Service Board. These include, but are not limited to:
 - a. Maintaining master files concerned with Career Service matters on a current basis for the CIA Career Service Board, including agenda and records of meetings.
 - b. Transmitting to the CIA Career Service Board recommendations of the Office Career Service Boards for consideration and current status of rotation appointments for review.
 - c. Initiating and supervising such studies as are needed to improve the Career Service Program.
 - d. Assisting Office Career Service Boards in effecting rotation appointments.
 - e. Submitting unresolved inter-Office Board problems to the CIA Career Service Board for decision.
 - f. Coordinating with the Office of Training training arrangements and needs respecting the CIA Career Service Program.
 - g. Acting in support of Boards established by the CIA Career Service Board for handling specialized functions on an Agency-wide basis.

8 May 1952

~~SECRET~~
Security Information

IV. Functions of an Office Career Service Board

1. Serves as advisor to the Assistant Director (or Office Head) on all matters pertaining to the Career Service Program.
2. Directs within the Office the application and functioning of the Career Service Program, including but not limited to:
 - a. Executing relevant decisions of the CIA Career Service Board and making recommendations to the CIA Career Service Board for improvement of the Career Service Program.
 - b. Sponsoring, developing and executing the Career Service Program of the Office concerned, including an intra-Office rotation system, and reporting periodically to the CIA Career Service Board.
 - c. Reviewing Personnel Evaluation Reports and proposed development, training, assignment, advancement and promotion plans for individuals.
 - d. Recommending cancellation or continuance of career development actions.
 - e. Participating in the development and execution of approved extra-Office rotation systems.
 - f. Submitting a semi-annual Personnel Evaluation Report to the sponsoring Office on each rotation appointee from another Office.
 - g. Ensuring that the rotation appointees detailed by their Office to another Office are not overlooked for warranted promotion and ensuring that rotation appointees received by their Office are productive and their assignments commensurate with the purpose of the appointments.
 - h. Reviewing continuously conditions of service and duty with a view to making recommendations to the CIA Career Service Board concerning working conditions and benefits that can strengthen morale and increase "esprit de corps".
 - i. Reviewing continuously the personnel intake of the Office, especially at the junior professional level, with a view to ensuring the acquisition of highly-qualified, versatile persons with long-range potentiality.
3. Supervises supporting groups or Boards as appropriate for handling specialized functions, assigning to them Office personnel as necessary.

8 May 1952